

# IN-HOUSE POSTING

**POSITION:** Self-Governance Director  
Full Time  
BOE  
**POSTED:** 01/30/2012  
Open until filled



## **Position Summary:**

Shall coordinate the Self-Governance Compacts between the Tribe and the Department of the Interior, Bureau of Indian Affairs, and the U.S. Department of Health and Human Services Indian Health Service, to ensure that the Compact obligations of the Tribe and the IHS and BIA are met, and that the integrity of the Compacts are not jeopardized. The Self-Governance Coordinator shall establish and be the primary contact for government-to-government relationships with Tribal, Federal, State, County, and local governments on all issues impacting self-governance activities.

## **Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Under the supervision of the Tribal Administrator, shall coordinate, communicate and represent the Tribe regarding any issue that impacts and/or affects self-governance of the Tribe.
- Shall report and provide any written material to the Tribal Council, Tribal Administrator and Chief Financial Officer that relates to the fiscal aspects of the Tribe's Health Services Program and Bureau of Indian Affairs Programs.
- Shall attend Compact/Health/BIA related meetings, conferences, etc., on behalf of the Tribe.
- Shall perform other unforeseen Compact related duties and responsibilities, as may be assigned.
- Facilitate the preparation of the Smith River Rancheria Strategic Plan and influence the community comprehensive planning efforts to achieve the maximum tribal benefit.
- Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- Shall present a professional demeanor and maintain a priority system in accepting other job duties as assigned.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

## **Supervisory Responsibilities:**

Directly supervises key employees in the Rancheria staff. Carries out supervisory responsibilities in accordance with Rancheria policies and applicable Federal and Tribal laws.

Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **Minimum Qualifications:**

- Bachelor's degree from four-year College or university; and/or five to seven years related management experience and/or training; or equivalent combination of education and experience.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

## **Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the Tribal Council, Tribal members, professionals or the general public.

## **Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to interpret and analyze financial data and budget.

## **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

## **Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

## **Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk or hear.

The employee frequently is required to walk and sit. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**CONTACT HUMAN RESOURCES FOR FURTHER DETAILED JOB DESCRIPTION INFORMATION AND TO SUBMIT AN APPLICATION.**